

FY 2003 CAMS Manual Year End Obligation Adjustments Rules

- All requests must have CFO Office Approval
- All requests must be complete and received, with CFO approval, by the Finance Office (Funds Management Branch) no later than 5:00 PM EST on Saturday, October 4, 2003
 - Late submissions will not be accepted
- Only requests from the Line Offices will be accepted
- Dollar Threshold of \$100,000.00 in each Multi Distribution Line (MDL)
 - This does not refer to multiple transactions on a document needing adjustment that total over \$100,000 combined, but each item on the document must meet this dollar threshold
 - Exception – Items causing Category B over-obligations
- Each LO/SO requesting a manual obligation adjustment must ensure that sufficient funding is available to cover the adjustment. Any requests that fail (manual or automated) funds control checks will not be processed
- NO manual YE obligation adjustments will be accepted for anything within the internal fund (old management fund), Fund Code 02 with project codes x9xxxxx. The reason for this restriction is that all fund code 02 obligations have to be redistributed to operating projects. This can not occur in the timeframes allowed by the accelerated Treasury reporting dates. These adjustments will have to be made in the next fiscal year.
- NO labor (11xx thru 12xx) or overhead (77xx) object classes will be accepted unless on a Summary Level Transfer (SLT) that zeros out within the object classes.
- Requests, other than SLTs – do NOT consolidate more than one (1) ACCS on a Manual Year End Adjustment form request – treat each adjustment as a separate request
- Required supporting documentation for ALL Manual Year End Obligation Adjustment requests (except Summary Level Transfers, SLTs) must include:
 - CAMS query (from APTRAN or Item/MDL from B&E Application) that proves the:
 - Status of the transaction (is it in UDO, Unpaid Expense, etc?)
 - ACCS being used in the request
 - Funding availability for the Manual Year End Obligation Adjustment
- Summary Level Transfers (SLTs) will require somewhat different information:
 - Use the form on the web (no electronic files used during the Multi-Year cleanup will be accepted for this process)
 - CFO Office Approval is still required for all adjustments
 - SLTs crossing organizations will require approval from the other organization (electronic email approval to Nancy.Eadie@noaa.gov will suffice)
- Examples of Manual Year End Obligation Adjustments that will be accepted:
 - Over-obligation in CAMS

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- CAMS queries must prove the over-obligation & ACCS that needs to be deobligated/adjusted
- New obligations not entered in CAMS
 - Provide full ACCS information as well as copy of obligating document with all appropriate approvals (i.e., PO/Contract/IAG)
- SLT to move costs from one organization or ACCS to another